

PRIYANTHA LAL JAYAWICKREMA WIJETHUNGA

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An innovative qualified with good experience in accounting, administration, sales and public relation with leadership qualities enabling to play leadership roles. Improved personal and technical skills through self-assessment and development, attending trainings, self-study and professional experience. With the ability of quick adaptability of new working environments and excellent discipline. Dedicated, flexible and a good team player. Works well under pressure, ambitious, result oriented and hardworking individual. Strives to make significant and positive contribution utilizing professional knowledge, experience and skills.

Work Experience

10/2018- to date

Cluster Financial Controller.

Executive committee



Sofitel Inle Lake Myat Min- Myanmar

An Accor Brand (101 Rooms, 2 Restaurants, 2 Bars and 140 staff)



Novotel Inle Lake Myat Min- Myanmar

An Accor Brand (121 Rooms, 2 Restaurants, 2 Bars and 160 staff)

Responsible for finance operation of two hotels and provide the Owners, General Manager, and other management with accurate, timely, and relevant financial data and work for financial profitability.

- Responsible to support and liaise with the General Manager in meeting the strategic goals of the organization.
- Responsible for preparing and reviewing annual budgets, monthly forecasts, operating results.
- Responsible for verifying all financial reports and ensuring that all transactions are accurate and in compliance with local government regulations.
- Responsible to liaise with the hotel owner or managing director of the organization.
- prepare and submits management reports in a timely manner and also ensuring delivery deadlines.
- Effectively implement all accounting policies and procedures.
- Ensure a strong accounting and operational control environment to safeguard hotel assets.

- Assists proactively with cost control requirements.
- Assist with revenue enhancement possibilities.
- Assist with profit improvement opportunities for the hotel operations.
- Develop specific goals and plans to priorities, organize and accomplish the work.
- Oversees internal, external and regulatory audit processes.
- Monitors all local tax compliance that applies, and ensuring that taxes are charged correctly and collected
- Assists in the building of an efficient and professional team of employees within Finance and Accounting Department.
- Oversees internal, external and regulatory audit processes.
- Provides excellent leadership by differentiates top performers, fosters teamwork and also able to encourages work/life balance.
- Establishes and maintains open, collaborative relationships with employees.
- Ensures employees establish and maintain open, collaborative relationships within their team.
- Participates in the employee performance appraisal process, providing feedback as needed.
- Responsible to ensure disciplinary procedures and documentation are completed according to hotels standard.

System used-SUN,Q&A, Opera PMS, Micros POS

07/2014- 07/2018



Manager-Finance

Department Head

Amari Doha Hotel - Qatar

An Onyx Brand (120 Rooms, 1 Restaurants, 1 Café and 80 staff)

Provide the Owners, General Manager, and other management with accurate, timely, and relevant financial data. Additionally, responsible for managing the audit function in hotel to deliver outstanding guest service and financial profitability.

- Preparing Monthly Financial Statement.
- Preparing regular reports and summaries of accounting activities.
- Preparing and presenting financial reports for meetings for owners and management.
- Forecasting cash payments and anticipating challenges arising from limited cash flow.
- Working with business heads to prepare budgets and track profit / loss performance by business unit.
- Coordinating with owning company and Management Company for Achieve common goals.
- Maintains files of all contracts, insurance policies, tax reports, expenses, payroll, etc.
- Reviewing all ledger details, guest ledger, city ledger and deposit ledgers to validate proper payment and revenue posting.
- Processing of salaries.
- Reviewing Accounts payable and Receivable duties.

- Providing direction and training to hotel operational team in areas related to finance, financial reports, internal controls, labor management, payroll, etc.
- Effectively manage the accounting team through respectful communication, clear expectations, relevant training, productive coaching, regular meetings, and appropriate performance management.
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities
 - *System used-NAV, Opera PMS, Micros POS*

03/2012-06/2014



Finance & Administration Manager

Department Head

Barista Coffee Lanka (Pvt) Ltd

Exclusive Coffee Bars Which Branded "BARISTA LAVAZZA"

Responsible for the efficient running of the Barista's back-office operations, the effective control of its financial and human resources, and of the technical, IT and administrative systems, in order to contribute to the delivery of the company's overall artistic and commercial objectives.

- Manage the Company's financial affairs, including management and statutory accounts together with longer term financial projections and to ensure that the most efficient and effective financial control systems and reporting mechanisms are in place.
- Prepare the month, year-end financial accounts for audit and to liaise with the Auditors prior to sign-off.
- Supervise the production of regular salary payments and records, Insurance and EPF/ETF contributions in accordance with Gov. Requirements.
- Deal with the company's bank in respect of payments and receipts, deposits. To ensure that all bank accounts and credit card statements are regularly reviewed and reconciled.
- Ensure that the Company's legal responsibilities are met, in particular that all necessary insurance is properly in place.
- Ensure the overall smooth running of the Company's internal administration and its cost-effectiveness.
- Responsible to the Finance and Administration Operation in 13 Outlets.

12/2007-07/2011



Chief Accountant

Assistant Department Head

Ibis Hotels Kuwait (Salmiya & Sharq)

Accor Division (175 Rooms, 3 Restaurants & 81 Associates)
(160 Rooms, 1 Restaurant & 48 Associates)

Successfully Handled 2 Pre-Opening Operations. (Ibis-Salmiya & Sharq Hotels)

- Preparation of Pre-opening Budget & Cash Flow Budget
- Preparing Accor E- Reporting and other & Internal Reports formats
- Preparation of Annual a Budget Accor presentation - Ops & Capex.
- Handled Focus Audit - self assessment process
- Handled Annual Staff Appraisal process
- Knowledge of Accor TA commission system (ATACS).
- Preparation & Process Monthly Journal Vouchers.
- Preparation P&L and Balance Sheet.
- Reconciliation of All GL Accounts.
- Experienced with Sun Accounting system and Micros + FMC. Setting up of Sun, account configuration, Accor Shell, T-Account coding as per Accor Standards.

System used-Sun/Vision, Fidelio, Opera PMS, Micros POS, FMC, Oasys

06/2007-12/2007



Assistant Accountant (Acting Accountant)

Department Head.

Yala Village-Tissa (Sri Lanka)

John Keells Hotels (52 Rooms, 1 Restaurant & 65 Employees)

- Responsible for Day to Day Finance Operation.
- Finalizing Journal Vouchers & Month End Process.
- Preparation P&L and Balance Sheet.
- Preparing Head Office Reports & Internal Reports.

System used-SAP Finance & Payroll.

11/2006-06/2007



Assistant Accountant

Assistant Department Head.

Chaaya Village-Habarana (Sri Lanka)

John Keells Hotels (160 Rooms, 2 Restaurant & 120 Employees)

- Assist Accountant for Day to Day Finance Operation.
- Process Journal Vouchers & Month End Process.
- Assist to Preparation P&L and Balance Sheet.
- Reconciliation of All GL Accounts.

System used-SAP Finance & Payroll.

02/2006-11/2006



Accounts Payable & Pay Master

Junior Executive-Grade' 'C"

Hilton Colombo Residence-Colombo (Sri Lanka)

Hilton Division (175 Apartments, 3 Restaurants & 220 Employees)

- Reconciled All Trade Accounts.
- Preparation & Process Related Monthly Journal Vouchers.
- Preparation of All Supplier Payments
- Responsible for Preparing Monthly Payroll.
- Attend All Tax Related Matters.

System used-Sun Finance, Check EAM,HSENID

01/2003-02/2006



F&B Cost Controller.

Junior Executive-Grade' 'C"

Hilton Colombo Residence-Colombo (Sri Lanka)

Hilton Division (175 Apartments, 3 Restaurants & 220 Employees)

- Managed F&B Stores and Inventories.
- Controlling Cost of F&B Supplies.
- Introduced and Monitor Internal Controls.
- Preparation of recipe costing, and Related Cost Reports.

System used- Check EAM, Micros POS

01/2001-01/2003



F&B Cost Controller.

Executive-Grade'

Sheraton Gold Mohur-Aden (Republic of Yemen)

Starwood Division (160 Rooms, 3 Restaurants & 180 Employees)

- Managed F&B and General Stores and Inventories.
- Controlling Cost of F&B and General Supplies.
- Introduced and Monitor Internal Controls.
- Preparation of recipe costing, and Related Cost Reports.

System used- Fidelio Material Controls, Micros POS

11/1999-12/2000



Assistant F&B Cost Controller.

Executive-Grade'

Taj Samudra Hotel-Colombo (Sri Lanka)

Taj Hotels-(300 Rooms, 8 Restaurants & 1500 Employees)

- Managed F&B Stores and Inventories.
- Controlling Cost of F&B Supplies.
- Introduced and Monitor Internal Controls.
- Preparation of recipe costing, and Related Cost Reports.

System used- Fidelio Material Controls

10/1997-06/1999



Night Auditor/Receptionist

Ramada Hotel-Manama (Bahrain)

Ramada Division (125 Rooms, 3 Restaurants & 185 Employees)

- Handling Night Audit Process.
- Responsible for Front Office Operation during Night.
- Replacing Night Manager When his Absence.

System used-JDS

11/1996-09/1997



Night Auditor

Hilton Colombo-Colombo (Sri Lanka)

Hilton Division (387 Rooms, 13 Restaurants & 1200 Employees)

- Handling Night Audit Process

System used-HIS, Micros POS

05/1993-11/1996



Restaurant Auditor/Cashier

Hilton Colombo-Colombo (Sri Lanka)

Hilton Division (387 Rooms, 13 Restaurants & 1200 Employees)

- Cashiering Restaurants & Bars

System used-HIS, Micros POS



2013

Accounting & Management Course at "American Hotel & Motel Association"

Enrolled for Basic course on Hotel finance and book keeping.

National Diploma in Sales Management-(NDSM)

Diploma-Successfully Completed

Sri Lanka Institute of Marketing (SLIM)

Subjects covered:

- Introduction to the Sales Management .
- Organizing Sales Force.
- Directing Sales Force Operations.
- Planning and Controlling the Sales Effort .
- Strategic Perspectives in Sales Management



2004

Association of Accounting Technician Qualification (AAT)

Part 2- Successfully Completed

Subjects covered:

- Accountancy
- Taxation
- Auditing
- Management
- Business Law
- Business Communication



1992

General Certificate of Education-

Advance Level (Commerce Subjects) - Successfully Completed

Subjects covered:

- Commerce & Finance
- Accountancy
- Economics
- Logic



Highlights.

- Hospitality industry knowledge-
 - Over 20 years of experience in the Industry.
 - Knowledge of overall finance operation and hotel operation.
 - Worked on various locations and with diverse of individuals.
 - Can quickly adapt to situations.
 - Able to connect with customers to build loyalty.
 - Accurate reporting skills.
 - Proficiency with MS Office suite, especially in Excel.
 - Familiar with a wide range of accounting software.

- Personal
 - Able to handle multiple tasks, work quickly and well under pressure.
 - Willing to assume responsibility for decisions.
 - A proven high performer and quick learner.
 - Team player with capability of building an efficient team.

- Languages
 - Sinhala: Mother Tongue
 - English: Spoken, Write and Read Fluently .
 - Arabic: Spoken Basic